

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATION CENTER ON BEHALF OF HQDA WASHINGTON DC//DALO-SUF//FOR THE HQDA G-4.

NARR// ALARACT: INTERIM GUIDANCE ON MEAL CARD MANAGEMENT SYSTEM AND REQUIREMENT TO ACCOUNT FOR ALL MEAL CARDS BY CONDUCTING A 100-PERCENT ARMY-WIDE INVENTORY.

1. (U) REFERENCE: ARMY REGULATION 600-38, THE MEAL CARD MANAGEMENT SYSTEM, 11 MARCH 1988.

2. (U) THIS ALARACT ESTABLISHES INTERIM GUIDANCE TO IMPROVE MEAL CARD MANAGEMENT UNTIL THE NEXT REVISION TO AR 600-38.

2.A. INSTALLATION COMMANDERS WILL ASSIGN RESPONSIBILITIES FOR, AND DEVELOP SUPPORTING INSPECTION/AUDITS IN SUPPORT OF, THEIR ANNUAL MEAL CARD COMPLIANCE REVIEWS. INSTALLATION COMMANDERS WILL PROVIDE A ONE-TIME REPORT DETAILING THE RESULTS OF THEIR ANNUAL REVIEWS AS OF 01 MAR 14 TO HQDA, ODCS, G-1 (ATTN: DAPE-PRC) AND ODCS, G-4 (ATTN: DALO-SUF). THE REPORT SHOULD INCLUDE IDENTIFIED SHORTCOMINGS AND CORRECTIVE ACTIONS IDENTIFIED TO ENSURE SOUND MEAL CARD PROGRAM MANAGEMENT. THE INSPECTION/AUDIT PLAN SHOULD COVER REQUIREMENTS AS OUTLINED IN PARA 3-10 OF AR 600-38.

2.B. UNIT COMMANDERS THAT ISSUE MEAL CARDS WILL INCLUDE THE MEAL CARD PROGRAM AS PART OF THEIR COMMANDER'S MANAGEMENT CONTROL CHECKLIST. PARTICULAR EMPHASIS WILL BE PLACED ON MEAL CARD VERIFICATION OFFICER (MCVO) REPORTS (DA FORM 4550-R).

2.C. FOOD SERVICE ADVISORS/SUPERVISORS OR EQUIVALENT OFFICIALS WILL SCHEDULE AND PERFORM MEAL CARD VERIFICATION AUDITS FOR EACH DINING FACILITY. THE ADVISOR WILL ENSURE CYCLIC MEAL CARD VERIFICATIONS ARE PERFORMED BY MCVOS IN ACCORDANCE WITH PARA 5-1 OF AR 600-38 AND RESULTS ARE SHARED WITH MEAL CARD CONTROL OFFICERS (MCCO) AND MCVOS.

2.D. EACH BOOK CONTROL OFFICER (BCO) WILL ESTABLISH MECHANISMS TO TRACK THE SAFEGUARD AND ACCOUNTABILITY OF NONISSUED, ISSUED, AND DESTROYED MEAL CARD BOOKS. ADDITIONALLY, EACH BCO WILL REVIEW THE MEAL CARD BOOK ANNUAL AUDITS SUBMITTED BY THE MCCO TO ENSURE AUDITS AND CORRECTIVE ACTIONS ARE PERFORMED.

2.E. EACH MCCO WILL: 1) TRACK THE ISSUE AND TURN-IN OF MEAL CARDS AND MEAL CARD CONTROL BOOKS; 2) PERFORM QUARTERLY RECONCILIATIONS BETWEEN THE ENTITLEMENT VERIFICATION REPORTS TO UNIT AND BARRACKS ROSTERS TO VERIFY SOLDIERS ISSUED MEAL CARDS ARE ENTITLED TO RECEIVE A MEAL CARD; 3) CROSS CHECK THAT MEAL CARDS ARE IN SOLDIER

POSSESSION OR LISTED IN THE UNIT MEAL CARD CONTROL REGISTER (DA FORM 4809-R); 4) AND DOCUMENT MEAL CARD TURN INS BY ATTACHING THE PORTION OF EACH MEAL CARD CONTAINING THE MEAL CARD NUMBER TO DA FORM 4809-R BEFORE DESTROYING THE MEAL CARD.

2.F. EACH MCVO WILL USE THE VERIFICATION RESULTS FROM DA FORM 4550-R TO VALIDATE THE MEAL ENTITLEMENT STATUS FOR UNIT SOLDIERS BY VERIFYING RANK, BARRACKS/MARITAL STATUS, AND MEAL ENTITLEMENT ELIGIBILITY.

2.G. EACH UNIT BCO, MCVO, MCCO AND MEAL CARD CONTROLLER WILL COMPLETE MEAL CARD TRAINING AS A CONDITION OF THEIR APPOINTMENT. ONLINE TRAINING IS AVAILABLE AT THE FOLLOWING WEB LINK:  
[HTTP://WWW.QUARtermaster.ARMY.MIL/JCCOE/JCCOE\\_MAIN.HTML](http://www.quartermaster.army.mil/jccoe/jccoe_main.html).

3. (U) IN RESPONSE TO RECOMMENDATIONS BY THE UNITED STATES ARMY AUDIT AGENCY, COMMANDS ARMY-WIDE THAT ISSUE AND CONTROL MEAL CARDS WILL PERFORM A 100 PERCENT MEAL CARD INVENTORY AND REPORT COMPLETION AND RESULTS OF THEIR INVENTORY TO THE JOINT CULINARY CENTER OF EXCELLENCE (JCCoE) POC MR. JOSE MILLAN; (804) 734-4858; OR EMAIL: JOSE.A.MILLAN.CIV@MAIL.MIL. THIS REPORT IS DUE WITHIN 90 DAYS OF THE ISSUE DATE OF THIS ALARACT.

4. (U) DEPARTMENT OF ARMY G-4 POINT OF CONTACT IS MR. JACK SKELLY, CHIEF, FOOD AND LIQUIDS DIVISION, AT (703) 614-0799, OR EMAIL: JOHN.C.SKELLY.CIV@MAIL.MIL

5. (U) THIS MESSAGE EXPIRES UPON PUBLICATION OF REVISED AR 600-38.